

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: February 1, 2008
	Section 10: Institutional Child Abuse/ Neglect Intake Reports	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will receive reports of institutional child abuse/neglect (CA/N)

The local DCS office in the county where the alleged child abuse/neglect (CA/N) occurred will coordinate the intake process.

Code References

1. N/A

PROCEDURE

The intake worker will:

1. Gather as much information as possible to create a thorough CA/N intake report. See separate policy, [3.2 Creating a CA/N Intake Report](#).
2. Select "Institutional CA/N" in ICWIS.
3. Create separate institutional CA/N reports in ICWIS, if multiple alleged victims are identified.
4. Document the name and location of the institution where the alleged CA/N took place.
5. Follow procedures outlined in separate policy, [3.4 Initial Evaluation of CA/N Intake Reports](#).

Unlicensed Registered Child Care Ministries

The intake worker will:

1. Gather as much information as possible to create a thorough CA/N intake report. See separate policy, [3.2 Creating a CA/N Intake Report](#).
2. Utilize www.childcarefinder.in.gov to determine if the institution that is the subject of the report is an unlicensed registered child care ministry.
3. Select the Institution icon in ICWIS, if the agency is an active ministry.
4. Create the resource for the intake with the Resource Type entered as Registered Child Care Ministry and proceed with the intake, if the agency does not exist in ICWIS and is verified from www.childcarefinder.in.gov.
5. Follow procedures outlined in separate policy, [3.4 Initial Evaluation of CA/N Intake Reports](#).
6. If the allegations are reported by LEA, confirm if LEA plans to conduct an investigation of the reported allegations involving the unlicensed registered child care ministry. See separate policies, [3.9 Initiation Times for Assessments](#) and [4.29 Joint Assessments](#).

PRACTICE GUIDANCE

Examples of institutions include but are not limited to:

1. Foster Family Homes
2. Residential child-caring institutions
3. Juvenile correctional facilities
4. Unlicensed registered child care ministries
5. Group homes
6. Pediatric nursing homes
7. Detention centers

FORMS AND TOOLS

1. N/A

RELATED INFORMATION

1. N/A